

Adjutant General's Department

10/6/2014

YOUR DIRECT LINK TO State Vacancies

POST &/or
Distribute

Postings have a direct link to the On-line Kansas job site where the job description and application information is provided.

APPLICATIONS MUST BE RECEIVED BY THE CLOSING DATE FOR CONSIDERATION.

All positions require a security check.

Wages listed on the website are the minimum starting wages & do not reflect present employee promotion or transfer pay rates.

Open to: 1-Present State employees of TAG Dept 2-All State employees' 3-Public

<u>Location</u>	<u>*Open</u>	<u>Position</u>	<u>Title</u>	<u>Department</u>	<u>Closing Date</u>
Topeka	1,2,3	Unclassified	NEW Executive Assistant to the Adjutant General https://www.da.ks.gov/ps/pub/reginfo.asp?id=178819	TAG Command Office	Oct 24, 2014
Topeka	1,2,3	Unclassified	Resource Protection Officer – MGR-LEO https://www.da.ks.gov/ps/pub/reginfo.asp?id=178796	JFHQ Security	Oct 16, 2014
Topeka	1,2,3	Unclassified	Resource Protection Officer https://www.da.ks.gov/ps/pub/reginfo.asp?id=178779	190 th ARW	Oct 10, 2014
Topeka	1,2,3	Unclassified	Fire Protection Specialist https://www.da.ks.gov/ps/pub/reginfo.asp?id=178754	190 th ARW	Oct 17, 2014
Topeka	1,2,3	Unclassified 999 hours	Resource Protection Officer-999'r https://www.da.ks.gov/ps/pub/reginfo.asp?id=178089	JFHQ Security	Until Filled

To view online announcements directly from the electronic document, press control and click on the blue web link provided, or cut and paste the link into your browser's address bar. Complete position descriptions are available for all jobs from SHRO. You may also visit www.jobs.ks.gov and search by vacancy number for positions open to categories 1,2,3.

HOW TO APPLY FOR A POSITION AT THE ADJUTANT GENERAL'S DEPARTMENT

The application process has **4 STEPS**.

STEP 1: Register by completing the online Personal Data Form at <http://da.ks.gov/ps/aaa/recruitment/jobsteps.htm>
(Skip this step if you already have an Applicant ID number.)

STEP 2: Complete the official State of Kansas application form at <http://da.ks.gov/ps/aaa/recruitment/intro.htm>

STEP 3: Submit your online application to The Adjutant Generals Department. You may also submit a paper copy of your State of Kansas Employment Summary to: The Adjutant Generals Department, State Human Resource Office, 2800 SW Topeka Blvd, Topeka, KS 66611-1220.

STEP 4: Submit additional documents such as cover letters, resumes, transcripts, and/or certifications by e-mailing them to stephanie.k.burdett.nfg@mail.mil. Include your name and job requisition number on all correspondence when submitting documents. Contact Stephanie Burdett (785) 274-1460 for additional information. Your application will be considered incomplete and you may be found ineligible if you fail to submit the required documentation by the closing date of the vacancy announcement. The Adjutant General's Department is an Equal Opportunity Employer.

MEETING MINIMUM QUALIFICATIONS: In order to be qualified for any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the specific position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

IMPORTANT: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

To Apply: Register your Personal Data and Apply online at www.jobs.ks.gov **OR** contact
SHR, Adjutant General's Dept., 2722 SW Topeka Blvd, Topeka, KS 66611.
Stephanie Burdett: 785-274-1460

NOTE: On-line application and listing of **other State Vacancies** are available on the Internet, www.jobs.ks.gov

REQUIRED DOCUMENTS: The following documents must be submitted by the job closing date.

- State of Kansas Application Form: Send to Adjutant General's Department (Can be submitted on-line or as a paper application.)
- Kansas Tax Clearance Certificate: Apply at Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>.
- Declaration of Employment Form: The information collected on this form is used to determine your acceptability for employment and your ability to obtain and maintain the appropriate security clearance status. The form can be accessed using the following internet link: [http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306\(1\).pdf](http://www.kansastag.gov/AdvHTML_Upload/files/TAG%20306(1).pdf).
- Not required but preferred: Cover Letter, Resume and Academic Transcripts may be sent to Stephanie Burdett, stephanie.k.burdett.nfg@mail.mil.

Executive Assistant to the Adjutant General Office of the Adjutant General - Topeka, KS

Requisition # 178819 - Open until October 24, 2104 - Job Summary: Full time, unclassified with benefits, state position, \$17.39 to \$23.48 per hour commensurate with experience. Standard 40 hour work week scheduled Monday thru Friday between 7:00 a.m. and 5:00 p.m. All application must be received by the closing date of 10/24/2014.

Job Description: Executive Assistant to The Adjutant General, Administrative Officer: This position is located in the Office of the Adjutant General. The incumbent assists the Adjutant General with a wide variety of administrative, management, and support services. This position serves as an advisor to the Adjutant General to improve organizational effectiveness and customer service as it relates to the front office and is responsible for identifying needed changes to office and clerical procedures for the Agency. The position assists in agency relations with Congressional delegation, Executive, Judicial and Legislative branches of state government and the Army and Air Force. Incumbent also makes all travel arrangements for the Adjutant General, is responsible for planning meetings as requested by the Adjutant General and to coordinate and tracks congressional, Governor's Office and public inquiries sent to the agency.

How will I be screened? (Required Qualifications): > Requires one year strong administrative office skills, the ability to use the computer and standard office software in an intermediate level. The Administrative Officer must have or be able to quickly develop a thorough knowledge of the organization and its operations. Must be self-motivated, capable of making appropriate decisions independently, responsible and possess good "people" skills.

Preferred Applicants: Will possess MS Office product knowledge and experience.

Performance Standards: To be successful, the expectation is that a candidate will be able to perform the essential functions of the position with limited supervision

Resource Protection Manager - Law enforcement Officer JFHQ – Security - Topeka, KS

Requisition #178796 - Open until October 16, 2014 - Job Summary: Unclassified, Full-Time, 40 hours per week, \$21.16 - \$25.68 per hour. This position is eligible for all benefits offered to State of Kansas employees.

Job Description: This position supervises the JFHQ Complex Security work force by developing and modifying the policies, procedures and practices of an armed protection unit comprised of approximately 40 positions and two facilities Complexes. Schedules and conducts State Defense Building Complex and AFRC building manager meetings, training and workshops. Develops and coordinates plans that counter threats to security. Reviews threat assessments, risk analysis and vulnerability assessments and consults with the Anti-Terrorism Program Manager. Reviews building managers security plans supporting the Antiterrorism Plan and recommends modifications as needed. Maintains time and attendance report, prepares performance standards and evaluations, reviews employees complaints, grievances and other personnel matters affecting morale and welfare status of personnel employed. Conducts counseling, interview, promotion and demotion recommendations for State Security Guard personnel assigned. Conducts certification training on weapons and other security tasks. Prepares security activity reports, records, charts, forms and other associated documents relative to an armed protection activity/organization.

How will I be screened? (Required Qualifications): Two years supervisory experience, military or civilian desirable, Must meet standards for certification by Kansas Law Enforcement Training Center (KLETC), required to have and maintain a valid State of Kansas driver's license with no restrictions, Required to have at least one year armed experience, Required to bear arms in the performance of duties. Must qualify and maintain proficiency with duty weapons designated for use by Army directives for security personnel in the performance of their duties, Required to obtain and maintain a secret security clearance as a condition of employment. Must be able to pass a KBI background check. Never have been convicted of a felony by a civilian or military court except for minor traffic violations and similar infractions. Persons convicted of a misdemeanor crime of domestic violence are not eligible for the position. Required to be (21) twenty one years of age.

Performance Standards: To be successful, applicant should be in good physical condition with the ability to work long hours under difficult and arduous conditions when emergencies are declared by an authorized agent. Able to conduct searches of persons and property within KSARNG jurisdiction in accordance with instructions and Army regulations. Must be able to talk distinctly over a phone or radio. Able to work assigned shift or unusual work schedule. Must maintain a neat appearance in accordance with SOP.

PLEASE NOTE: In order to be qualified for this and any position with the Kansas Adjutant General's Department, the applicant **MUST MEET THE MINIMUM QUALIFICATIONS** for the position. These qualifications **MUST BE IDENTIFIED** on the application/resume. Failure to include the minimum qualifications on the application/resume may result in disqualification and the applicant will not be considered for the position.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.

**Resource Protection Officer (Multiple Positions)
State Security Forces, Air National Guard Base, Topeka, KS**

Requisition # 178779 – Open until October 10, 2014 - Job Summary: Full time, unclassified with benefits, state position, \$13.61 per hour. Standard 40 hour work week with actual hours, days of work and days off to be determined. All application must be received by the closing date of October 10, 2014

Job Description: This position provides armed security base-wide, performs access control, asset protection & surveillance monitoring, and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

Minimum and Preferred Qualifications: Requires one year of armed security or police work. Possession of Air Force AFSC in Security Police &/or comparable Law Enforcement certification; or satisfactory completion of Air Force Security police augmentee training & six months of armed Air Force security police work. Education of 12 semester hours in criminal justice and 6 months armed security work may substitute for one year of experience. Requires drug screening; high school graduate or GED; must be at least age 21; no felony convictions by a civilian or military court; qualify semi-annually on duty weapons, pass annual physical fitness requirement.

**Fire Protection Specialist
190th Air Refueling Wing, Forbes Field - Topeka, KS**

Requisition # 178754 - Open until October 17, 2014 - Job Summary: Unclassified, Full-Time, \$38,001.60 annually or \$13.05 per hour rate based on 2,912 hours per year. Hazmat Technician certification incentive is available. 48 hour shifts. All application must be received by the closing date

Job Description: Fights aircraft, wheeled vehicle, structural and wild land fires; hazmat response; communications centers monitoring; inspections; facility/fire vehicle maintenance; and training.

How will I be screened? (Required Qualifications): National Certification as a Fire Fighter II and Hazardous Materials Operations. Within 12 months of hire: Must obtain certification in Airport Fire Fighter, Driver/Operator Pumper, ARFF & Tender, and EMT, DL-class A or B and passing pre-employment physical. Must complete and/or maintain designated training, certifications and physical requirements as conditions of employment. Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

Preferred Applicants: Airport Fire Fighter and Driver/Operator Pumper, ARFF & Tender.

Performance Standards: To be successful, the expectation is that a candidate will be able to perform the essential functions of the position.

**Resource Protection Officer – Temporary 999 Hour Position
Joint Forces Headquarters Complex – Topeka, KS**

Multiple Positions –

Job Summary: Position is a temporary 999 hours per year, unclassified with NO benefits, state position, \$13.61 per hour. Work schedule to be determined. This position is open until filled so get your application in as soon as possible.

Job Description: The position provides armed security, performs access control, asset protection & surveillance monitoring; and responds to critical situations and takes appropriate action. Position may regularly encounter military personnel, public officials, agency employees, and visitors in the course of employment.

Minimum and Preferred Qualifications: High school graduate or equivalent; Minimum Age 21. A valid driver license for state of legal residency is required, as are no prior felony convictions. Graduate of Army Military Police School, USAF Security Force Academy, Kansas Law Enforcement Training Academy or another state's equivalent training program, or one (1) year armed security/police experience. (Applicants must designate armed security on employment application.) Requires the use of a firearm for duties and therefore no convictions of, and must be free of any diversions from, a felony or misdemeanor domestic violence crime as set forth in 18 U.S.C. § 922 (d) (9) and (g) (9). Must be able to complete required forms, reports, logs, and other required documentation in a legible manner, according to instructions, and speak distinctly. A drug screen will be required as a condition of employment after a conditional offer of hire has been extended. The RPO must qualify with firearm semi-annually, and should be familiar with small arms safety and use.

PLEASE NOTE: Must have a valid driver's license and the ability to obtain and maintain a Department of Defense Security Clearance.

To Apply: Register your Personal Data and Apply online at <http://da.state.ks.us/ps> OR
Submit a completed State of KS Employment Summary & Personal Data Form to the Contact indicated.

NOTE: Listing of other State Vacancies are available on the Internet, <http://da.state.ks.us/ps>.